

CATERING INVOICE

[Catering Company Name]
[Address Line 1]
[Phone / Email]

Invoice #: [0000]
Date: [MM/DD/YYYY]
PO #: [Optional]

CLIENT:

[Contact Name]
[Corporation Name]
[Billing Address]

EVENT DETAILS:

[Event Title]
[Event Date]
[Location / Venue]

Description	Quantity / Pax	Unit Price	Total
[Food/Menu Package Name]	[0]	\$0.00	\$0.00
[Beverage Service]	[0]	\$0.00	\$0.00
[Staffing / Service Fees]	[0]	\$0.00	\$0.00
[Equipment Rentals]	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Service Charge: \$0.00

Total Amount: \$0.00

Payment Terms: [Net 30 / Due on Receipt]

Notes: Please make checks payable to [Company Name]. Thank you for your business.